

# JOB OPPORTUNITY

Job Opportunity Bulletin:	#08-059
Final Filing Date:	November 7, 2008 or Until Filled

Position:	Salary:	Location:
Fire and Life Safety Officer I	\$6,504 - \$7,899	Office of Statewide Health Planning & Development Facilities Development Division 1600 Ninth Street, Room 420 Sacramento, CA 95814

**General Statement:** The Fire and Life Safety Officer I (Health Facilities Construction) serves as a trainee participating in a prescribed fire and life safety instruction plan and will observe the construction of and perform, preliminary, triage, normal, expedite, and over-the-counter reviews of submittal documents pertaining to the design and construction of healthcare facilities as required to ensure compliance with Title 24, California Code of Regulations, the Division's Policy Intent Notices, Code Application Notices, and other applicable codes; conducts field triage and reviews of plans and specifications; monitors the inspection work of Office of Statewide Health Planning and Development certified Inspectors of Record and advises project participants on design and construction methods, techniques, materials and code related matters.

**Duties:**

- Attend and complete all training courses, seminars and other forms of instruction as prescribed in the Fire and Life Safety Trainee instruction plan.
- Participate in supervised on-the-job plan review training to obtain the skills, knowledge and job experience required to successfully perform Fire and Life Safety plan review of submittal documents pertaining to the design and construction of healthcare facilities.
- Prepare reports, correspondence and other communication as necessary to perform assigned duties.
- Participate in supervised on-the-job construction observation training to obtain the skills, knowledge and job experience required to successfully perform Fire and Life Safety construction observation of healthcare facility fire and life safety systems and construction requirements.

**Desirable Qualifications:**

- Working knowledge of Title 19 and 24 California Code of Regulations, National Fire Codes, and other fire and life safety standards applicable to healthcare facilities.
- Experience in plan review and field review/observation.
- Working knowledge of computers and applicable software programs.
- Ability to communicate well with others and to handle sensitive issues with tact and diplomacy.
- Clean driving record. *Must submit an official driving history from the California Department of Motor Vehicles prior to appointment.*
- Ability to develop detailed reports.
- Ability to handle multiple priorities and deadlines.

**Who May Apply:**

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312

Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

OSHDP – Facilities Development Division  
Attention: FDD Personnel (**JOB #08-059**)  
1600 Ninth Street, Room 420  
Sacramento, CA 95814

For more information contact Vivian Chu at (916) 654-2072.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.